



Resume Job Kit

Army Europe

**Tools to effectively prepare your
federal resume**

1 Oct 2001



**Civilian Human Resource
Management Agency**

United States Army, Europe

www.chrma.hqusareur.army.mil

Civilian Personnel Operations Center Europe

Resume Job Kit

Table of Contents

WELCOME TO THE RESUME JOB KIT

Introduction	3
Privacy Act Statement	4
About Resumix	4
Latest News.....	5

CREATE YOUR RESUME 6 - 15

Plan Your Resume	6
Resume Builder	7
Resume Requirements.....	8
Sample Resume and Supplemental	12

SUPPLEMENTAL PAGE 16 - 29

Supplemental Data	16
Employment Category	19
Open Continuous Announcements and Cities	22
Preference Groups	24
Servicing CPAC.....	28
Optional EEO Data	29

HOW TO SUBMIT 30 - 34

Guidelines	30
Resume and Supplemental	31
Transcripts	32
Other Supporting Documents	33
Contact Us	34

AFTER YOU SUBMIT 35 - 37

Self-Nomination	35
Online Feedback	36
Update Procedures	36
Resume Deactivation	37

Welcome to the Resume Job Kit

Introduction

The Civilian Personnel Operations Center (CPOC) Europe is committed to meeting the needs of its customers through innovation. To that goal, CPOC Europe as well as a large number of agencies in the Department of Defense use human resource information systems to streamline and expedite the recruitment and referral process. The automated ranking system used by the CPOC is called Resumix.

Unlike traditional application methods, which required you to submit an employment application in response to each job announcement, now you submit only one resume for all positions you are interested in being considered for.

CPOC Europe recruits for Department of the Army (DA) civilian positions in Europe as well as other non-DA agencies. The CPOC uses Resumix to fill a large number of U.S. appropriated fund positions (General Schedule and Federal Wage System). Resumix is not used to fill attorney positions or positions that are filled through the DA's Career Management Referral Program and Delegated Examining Unit (DEU) procedures.

U.S. citizens who are not [ordinarily residents](#) (see page 21 for definition) can use this Job Kit to apply for positions announced under merit placement procedures (Resumix). Current Military members are welcome to apply so long as they are within 120 days of their separation or retirement date. Local Nationals, or non-U.S. citizens, are not eligible to apply using these procedures. Be sure to review the vacancy announcement to determine who may apply and how the position is being announced.

This Resume Job Kit was developed in collaboration with your local Army Community Services, Employment Readiness Program Managers, family members, and external applicants. Our wish is that this Resume Job Kit guide you in successfully completing your resume. Follow the instructions within this Job Kit to create a resume and Europe supplemental data page. To prevent inaccuracies in your resume and assure its prompt processing, please read all the information in this guide prior to submitting your resume.

It is the job seeker's responsibility to carefully review and follow the application instructions provided in this Job Kit. Failure to do so may impact your referral for employment.

The Civilian Human Resource Management Agency (CHRNA) appreciates your interest in employment in Europe.

The U.S. Army is an Equal Opportunity Employer.

Continued on next page

Welcome to the Resume Job Kit, Continued

Privacy Act Statement

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974) for individuals completing Federal records and forms that solicit personal information under authority of Sections 1302, 3301, 7201 of Title 5 U.S. Code.

The information you provide in your resume will be used for employment consideration. We use this information to determine if your education and work skills qualify you for a Federal job. We also use information on matters such as citizenship and military service to determine whether you are affected by laws we must follow in deciding whom the Federal Government may employ.

We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request information about you from employers, schools, banks, and others who know about you, but only as permitted by law or presidential directive. Your information may also be given to federal, state, and local agencies in connection with law violations or for other lawful purposes.

Furnishing the information in your resume, including your SSN, is voluntary. However, if you do not give us your SSN or other information requested, we cannot process your resume, which is the first step in gaining federal employment.

About Resumix

Resumix is a human resource information system using advanced optical character recognition software. It uses artificial intelligence to read and extract up to 200 skills from your resume. Resumix scans your resume and can identify your name, address, and education and assign your resume up to 200 skills. This means the program uses rules to apply a meaning to the words, phrases, and sentences in your resume.

Soon after a vacancy announcement closes or a request for recruitment action is received, a staffing specialist will use Resumix to determine if a match exists between your skills (based on the information you provided in your resume) and the skills management identified as required for the position. If you have the management-identified skills, your resume will then be reviewed for qualifications based on Office of Personnel Management Qualification Standards.

You can submit your resume by email or by mailing a hardcopy. However, Resumix processes your resume much faster and virtually error-free when you submit it by email. Hardcopy resumes are sometimes damaged during delivery. Folds, creases, or faded characters can cause Resumix to unintentionally reject hardcopy resumes during the scanning process. Although you may submit your resume by mail, we strongly recommend that you send your resume by email or through the Army's Resume Builder program.

When sending resumes by email, ensure that the text of your resume and supplemental data sheet are within the body of your email. Emails must be in plain (ASCII) text. (For more information, see the section about creating your resume.) For security reasons as well as system limitations, we cannot accept attachments of any format. **Emails containing attachments will not be accepted.**

Continued on next page

Welcome to the Resume Job Kit, Continued

Latest News

To keep abreast of the latest information posted in the Resume Job Kit, we encourage you to review our **Latest News** page online at www.chrma.hqusareur.army.mil. There we will publish any changes that may affect how you apply for positions using this Kit.

Visit the page periodically. We will regularly discard old news to keep the web page active.

Create Your Resume

Plan Your Resume

- Application requirements have changed. Now the resume you prepare is not intended to cover your complete "working history." The only experience you need to include in your resume is that experience which **directly contributes** to your career objectives. If your goal is to become a GS-334-12, Computer Specialist, it is not necessary to describe unrelated experience you obtained 10 years ago as a GS-4, Clerk Typist.
- Limit experience on your resume to that which is fairly recent and/or which directly supports or is related to your qualifications for the position you are seeking. Apply the same "rule" when deciding which education and training information to include on your resume.
- In developing your resume, consider your current work experiences and your advancement goals for the future. Concentrate on narrowing your scope of interest to the position or positions that you believe would best serve your career. Focus on defining and identifying your work experiences and skills that support and demonstrate your qualifications. You should describe these experiences in a straight-forward manner and avoid "flowery" language. An electronic process is used to scan your resume. This system works best if you **use nouns and active verbs to describe your experience and skills**.
- Describe your experiences using terminology generally used in the field of work for which you are seeking employment. Try to avoid using acronyms and abbreviations unless you spell them out the first time.
- **If your job involves duties in different fields, or specialties, be sure to specify the approximate percentage of time you spend performing each duty.** This percentage is based on a normal working day. For example, if you work as an office assistant performing clerical duties and computer duties, describe your clerical duties and write the approximate percentage of time you spend doing clerical duties in your work experience block. Also, describe your computer duties and write the approximate percentage of time you spend doing computer duties. See the Sample Resume on page 13 for an [example](#).
- Remember that the resume you submit to CPOC Europe can be no longer than **3** pages (applying the margin requirements and fonts specified in the [Resume Requirements](#) section on page 8). Use your space wisely -- describe only specific experiences that are relevant to your career goals. Note: The supplemental information does **not** count toward the three-page limitation.
- You can only have one resume on file at a given time. Each time you submit a new resume, the existing resume on file will be overwritten.
- Your resume will remain in the database for six months from the time you submit it, unless it was previously deactivated for another reason. It is your responsibility to submit a new resume using the resume update procedures, if you are still interested in receiving consideration for positions.

Continued on next page

Create Your Resume, Continued

Resume Builder

You are strongly encouraged to use the Department of Army's [Resume Builder](#) to create and submit your resume and Europe supplemental data. With help at the click of a button, Resume Builder is an efficient tool that guides you through the resume process. You can prepare your resume and supplemental data through a web-based form without having to manage its format. Resume Builder ensures that the resume and supplemental data you create complies with the specific guidelines of Europe CPOC. You only need to manage the length of your resume.

It is important to review the Instructions page of the Resume Builder before starting your resume. Be sure to answer all supplemental data questions marked as required.

All resumes submitted to CPOC Europe must not exceed three pages (or 210 lines using the Displayed Existing Resume option in Resume Builder). The supplement data sheet is excluded from the 3-page limitation.

If you experience technical difficulties with the program, you can contact Department of the Army's webmaster at webmaster@asamra.hoffman.army.mil.

Continued on next page

Create Your Resume, Continued

Resume Requirements

To properly prepare your resume, follow these requirements:

- The resume in which you describe your experience is limited to **three pages**. The supplemental data page is not included in the three-page limit. For example, your resume can be three pages and supplemental portion two pages.
- Resumes sent by email must be within the body of your email. Emails containing attachments will **not** be accepted.
- **All resumes must be typed.** If you are using a word processor and plan to copy and paste your resume into the body of an email, ensure that in composing your resume you use only 10, 11, or 12 point pitch, Arial, Courier, or Times New Roman font. Set your margins to be at least **one inch** from right, left, top, and bottom of the page. We use these requirements in measuring the length of your resume.
- Your resume should always reflect your legal name. When an applicant is selected for a vacancy, this information flows from your resume to the personnel action.
- Do not fold or staple your resume.
- Do not use special formatting. Do not underline, **bold** or *italicize* text. Do not use graphics or stationery.
- A number of email providers format messages in hypertext markup language (html). Set your email settings so that your resume is emailed to us in **plain text**.
- You can only have **one** resume on file at a given time. This resume will be used for all vacancies in which you indicate interest. Each time you submit a new resume, your existing resume will be overwritten. **Outside other reasons for deactivation, your resume will remain active in our database six months from the last date of submission or resume update.** (See page 37 for reasons for [resume deactivation](#).)
- You are reminded that all information included in your resume is subject to review and verification. Any falsification of your experience may be grounds for not hiring you, or for terminating your employment after you begin work. Authorized legal and regulatory penalties may be imposed upon employees submitting false information.

Follow the resume format on the next pages to ensure your resume contains all the required information we need to properly evaluate your qualifications and determine your eligibility.

Continued on next page

Create Your Resume, Continued

Resume Requirements (continued)

Legal Name (First Middle Initial Last)

Mailing Address

Country (if not USA)

Home Phone (including country code and area code)

Commercial Work Phone (including country code and area code)

DSN Work Phone

Email Address: (mandatory if submitting resume electronically)

Typing Speed:

Steno Speed:

WORK EXPERIENCE

List your work history in reverse chronological order, i.e., your most recent position first. Include paid and/or volunteer experience relevant to the kinds of positions you wish to be considered for.

May we contact your current supervisor? Yes or No (N/A if not currently employed)

Each work experience block must contain the following:

- Start and End Dates (month and year)
- Hours per Week
- Job Title
- Pay Plan, Series, Grade (applicable to current civilian Federal employees)
- Employer's Name and Address, and Phone Number
- Supervisor's Name
- Salary
- Description of Duties/Accomplishments

(If you describe more than one type of work, for example, food service and accounting, you must indicate the approximate percentage of time you spend performing each.)

See the [Sample Resume](#) on page 12 for format.

Continue with additional work experience as applicable.

EDUCATION

If your highest level of education completed is high school, list year of graduation or year General Equivalency Diploma (GED) was obtained.

If education beyond high school list: name of the college or university, major field of study, type of degree, year degree awarded (or last date attended school, if not applicable), Grade Point Average (recommended if applying for trainee positions qualifying under superior academic achievement), and total type of credit hours earned (e.g. 120 semester hours)

TRAINING

List training courses you have completed and consider valuable and relevant to your career goals. Include dates (MM/DD/YYYY format), title, length of training and training provider.

Continued on next page

Create Your Resume, Continued

Resume Requirements (continued)

LICENSES/CERTIFICATES

List current professional licenses and certificates that are relevant to your career goals. Provide date and place certified.

AWARDS

List any honors, awards, and special accomplishments achieved relevant to your career goals.

OTHER INFORMATION

List any other information e.g., publications, language proficiencies, memberships in professional/honor societies, leadership activities, public speaking.

*Note: Do not exceed three pages with your resume, **excluding** the following supplemental data information.*

Mandatory Supplemental Information

The information below must be submitted with your resume. All questions not identified as optional must be answered. (Refer to the [Supplemental Data](#) section beginning on page 16 for assistance with answering the questions.)

1. Legal Name and SSN
2. Employment Category:
3. Open continuous vacancy announcements and cities:
4. Willing to accept intermittent employment? Yes or No
5. Willing to perform shift work? Yes or No
6. Willing to accept temporary employment? Yes or No
7. Willing to accept part-time employment? Yes or No
8. Willing to accept full-time employment? Yes or No
9. Preference Claimed:
Compensable disabled veterans must state percentage of disability.
10. Period of Military Service (if not applicable, enter N/A)
From: (format: MM/DD/YYYY) To: (format: MM/DD/YYYY)
11. Retired Military? Yes or No.
If Yes, enter rank at retirement and date of retirement.
Rank: Date of Retirement: (format: MM/DD/YYYY)
12. Sponsor: e.g. Active Duty Military, DoD Civilian U.S. Hire, DoD Civilian Local Hire, Contractor Employed U.S. Citizen, No Affiliation with U.S. Forces.
13. Relationship to sponsor: e.g. Spouse, Child, Self - I am the Sponsor
14. Sponsor's DEROS: (format: MM/DD/YYYY)
15. Lowest acceptable WG or GS grade:
16. U.S. citizen? Yes or No
17. Hold dual nationality with any country outside the USA? Yes or No
If yes, which country:
18. Do you currently hold a work permit for any countries outside the USA? Yes or No
If yes, which country or countries:

Continued on next page

Create Your Resume, Continued

Resume Requirements (continued)

- 19. Date of arrival in host country: (format: MM/DD/YYYY)
- 20. Are you presently living in host country without affiliation with U.S. military forces or civilian component? Yes or No
- 21. Where did you hear about our employment opportunities?

Answer questions 22 - 26 only if you hold or have ever held a federal civilian position. Otherwise, skip to question 27.

- 22. Appointment/Position you hold today:
- 23. Date of last performance appraisal (format: MM/DD/YYYY):
Was this appraisal fully satisfactory or better? Yes or No
- 24. Are you currently on leave without pay (LWOP)? Yes or No
If yes, expiration date (MM/DD/YYYY):
- 25. Highest federal civilian grade held on a **permanent** appointment:
Pay Plan: Grade:
Dates highest grade held: From: (format: MM/DD/YYYY) To: (format: MM/DD/YYYY)
- 26. Servicing CPAC:

Optional

- 27. Race/Origin Code: A, B, C, D, or E
- 28. Male or Female: M or F
- 29. Date of Birth: (format: MM/DD/YYYY)

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all the information on this resume is true, correct, complete, and made in good faith. I understand that false or fraudulent information on this resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

Date:

Continued on next page

Create Your Resume, Continued

Sample Resume and Supplemental

This sample resume is an example of the format required to submit resumes to CPOC Europe. Of course, your individual information will be different.

Ima A. Sample
HQ 5th Signal Command
CMR 420 Box 123
APO AE 09100

Home: (49) 6221-12345
Comm Work: (49) 621-123-4567
DSN: (314) 370-1234

Email Address: sample@location.mil

Typing words per minute: 40 Steno:0

WORK EXPERIENCE

May we contact your current supervisor? Yes

August 2000 to present. 40 hours per week. Administrative Clerk, NF-0303-2. School Age/Youth Services, Unit 22111, APO AE 09123. James Bond, DSN (314) 370-1234. Salary \$8.10 per hour.

Perform a variety of administrative and clerical functions in support of the School Age and Youth Services. Receive payments, write receipts, complete daily records, and prepare daily deposits. Greet parents and children upon arrival and departure. Initiate and maintain contact with program officials and staff specialists within and outside of the organization to provide information and resolve processing difficulties. Gather and compile operational and statistical data related to the School Age and Youth Services Program areas. Prepare recurring and special reports for local use and/or submission to higher echelons. Perform office automation work, which includes word processing, to produce promotional materials, correspondence, reports, graphs, and charts.

May 2000 to July 2000. 20 hrs per week. Volunteer Receptionist. Army Community Service, Unit 29150, APO AE, 09102. Johnny Appleseed, (49) 6221-57-4567.

Salary: none.

Provided information to callers and visitors regarding social welfare programs, requirements, and procedures. Determined eligibility for families seeking to participate in the free or reduced school lunch program. Counseled families on their eligibility and answered questions. Maintained daily accountability of all clients for statistical purposes in accordance with Army Regulations. Utilized the following computer programs: Microsoft Word, Excel, Windows, Access, PowerPoint and the Internet.

April 1997 to January 2000. 40 hours a week. Youth Services Coordinator. ACME Corporation, 1600 Pennsylvania Avenue, Ft Lauderdale, Florida, 33301. Silvia Rodriguez, (811) 123-4567. Salary \$12.50 per hour.

Planned and executed recreational program for youth groups. Planned activities for recreational, educational, cultural, sports camps, summer camps and at-risk programs for all youth ages 10-17 in the community. Supervised the development

Continued on next page

Create Your Resume, Continued

Sample Resume and Supplemental (continued)

and implementation of all programs, including staffing, budget, and logistical requirements. Developed performance work statements. Interfaced with parents, volunteers, and community agencies on a regular basis. Solved problems and adjust programs to meet the needs of the youth.

January 1997 to March 1997. 40 hours per week. Food Service Worker. Nick's Café, Ft Lauderdale, FL 33301. Sam Waters, (444) 611-3543. Salary \$8.35 per hour. Prepared salad, soup of the day, made sandwiches, served ice cream, and soft drinks. Set the dinner room table with silverware and napkins. Greeted the guests as they entered the restaurant, ensured all guests had menus and were aware of the specials of the day. Took their orders and input into computer. Delivered bill upon request to the table and returned change. After guests left or after closing the restaurant, reset the tables and helped cleaning. 70%

Verified and reviewed daily and monthly financial statements. Traced and corrected all discrepancies. Prepared daily cash reports and bank deposits. Reconciled and processed all Accounts Payable and Accounts Receivable documents. Ensured all accounts were balanced and processed adjustment documents. Informed restaurant manager of projected cost of goods changes. 30%

February 1993 to November 1996. 40 hours per week. Secretary (OA), GS-318-05. Silvermine Army Depot, Aurora, Nevada, 77450. SFC Daniel Boone, (444) 666-3431. Salary \$20,000 per year. Managed the calendar and appointments for Commander, Silvermine Army Depot. Coordinated VIP visits to include assignments for guest housing and transportation. Typed all outgoing correspondence and memoranda. Provided coordination for visits to the ammunition storage area. Monitored the annual leave calendar and performance evaluation suspense for both military and civilian employees. Controlled the flow of all paperwork, including routing distribution and suspense log. Informed supervisor of appointments and provides related material from files. Ensured conference room/meeting place is ready for meetings. Responded to requests for information pertinent to base operations. Anticipated need for information and prepare material so that it is immediately available for use. Maintained files in accordance with MARKS requirements. Screened visitors and telephone calls to the Commander. Ascertained nature of calls and determine appropriate action. Used automated data processing equipment and associated word processing software to include Microsoft Word, PowerPoint and Excel. Accurately composed routine correspondence and recurring reports from oral instructions, brief notes, or on the basis of precedents. Prepared time cards for all civilian employees within the Branch with no more than one correction per pay period. Ensured proper forms are submitted in a timely manner.

October 1990 to December 1992. 40 hours per week. Office Manager. Morgan Industries, 107 East Stratton Suite 20, Colorado Springs, CO 80903. Charlotte Winters, (618) 345-7328. Salary \$23,000.00 per year. Received calls and visitors. Provided information and reviewed records. Prepared messages and processed actions for management. Input data received from support calls for clients. Unloaded, distributed and maintained incoming mail for all employees. Prepared, packed, and tracked daily UPS shipments and their reports. Prepared mail using postal operations including registered mail, certified mail, insured mail and express mail following international mail regulations and

Continued on next page

Create Your Resume, Continued

Sample Resume and Supplemental (continued)

domestic mail regulations. Sorted monthly client documents and packed them for outgoing mailing. Prepared and reviewed class books, maintained publications for classes, prepared class signs, and name-tags using different Microsoft Word and other computer programs. Maintained supply records and ordered supplies. Established files for clients. Typed, reviewed and edited correspondence using Microsoft Word. Provided office support and maintained office files.

March 1988 to August 1990, 55 hours per week. Home Childcare Provider. Self-employed. Salary \$22,000 per year.
Provided primary care for up to 6 children 5 days a week. Maintained a two-week activity calendar. Prepared and maintained a one-week food menu, self-payroll account and an annual Red Cross certification to administer CPR.

March 1987 to January 1988. 20 hours per week. Volunteer. Fort Hays Child Development Center, Fort Hays, Kansas, 66123. Maria S. Custer, (485) 614-4447. Salary: none.

Assist Child Development Center Director on special projects. Coordinate with local community to set up field trips and prepare activities for children. Assisted Child Development Coordinator with the execution of program activities and monitoring of children. Provide a safe, friendly, interactive learning environment for all the children.

July 1985 to October 1986, 32 hours per week. Food Service Worker. Burger King, APO AE 09630, Vicenza, Italy. David Coleman, DSN (314) 634-9999. Salary \$8.00 per hour.

Prepared salads, hamburgers, French fries and other foods. Cleaned and sanitized all kitchen equipment after breakfast hours ended; ensured all dishes and utensils were cleaned, wiped dry, and placed in storage area when not in use. Ensured sanitary procedures were followed at equipment such as an oven, grill, and deep fat-fryer. Accepted customers order, operated a cash register, accepted cash, made change, and accounted for cash fund at the end of shift. Mopped dining room floor and lobby area. Cleaned and sanitized kitchen equipment, restock and set up dining tables, and washed dishes.

EDUCATION

Abbeville High School, 1985

Abbeville College, Business Management, 24 semester hours, Mar 1995

TRAINING

09/15/2000, MS Office 2000, one week, Heidelberg Training Information Center

11/01/2000, Data Analysis with MS Excel, 3 days, Civilian Human Resource Management Agency

LICENSES/CERTIFICATES

Red Cross certification to administer CPR

AWARDS

On-the-spot cash award, Performance Award

OTHER INFORMATION

I can read, write and speak German fluently. Secret Security Clearance.

Continued on next page

Create Your Resume, Continued

Sample Resume and Supplemental (continued)

1. Ima A. Sample, SSN 123456789
2. Employment Category: Family Member, NAF Interchange
3. OC Announcements and Cities: G019, G029, G049, G050, G053, G057, G059, G068, G074, Heidelberg, Mannheim, Schwetzingen, Seckenheim
4. Intermittent? No
5. Shift Work? Yes
6. Temporary? No
7. Part-Time? Yes
8. Full-Time? Yes
9. Preference Claimed: Family member without preference
10. Period of Military Service: N/A
11. Retired Military? No
12. Sponsor: Active Duty Military
13. Relationship to sponsor: Spouse
14. Sponsor's DEROS: 05/14/2003
15. Lowest acceptable WG or GS grade: WG-01 or GS-04
16. U.S. citizen? Yes
17. Hold dual nationality with any country outside the USA? No
18. Hold a work permit for any countries outside the USA? No
19. Date of arrival in host country: 05/15/2000
20. Living in host country without affiliation with U.S. military forces or civilian component? No
21. Where did you hear about our employment opportunities? CHRMA homepage
22. Appointment/Position you hold today: Permanent, NAF/AAFES
23. Date of last performance appraisal: N/A
24. LWOP? N/A
25. Highest federal civilian grade held on a permanent appointment: N/A
26. Servicing CPAC: Heidelberg
27. Race/Origin Code: A
28. Male or Female: F
29. Date of Birth: 01/01/1967

I certify that, to the best of my knowledge and belief, all the information on this resume is true, correct, complete, and made in good faith. I understand that false or fraudulent information on this resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

Date: May 15, 2001

Supplemental Page

Supplemental Data

The Europe supplemental data page must accompany your resume when applying for positions filled through CPOC Europe and appear in the same email as your resume.

Sample responses are shown below to assist you in completing Europe's supplemental data page in the proper format.

Mandatory Supplemental Information

This information must be submitted with your resume. All questions not identified as optional must be answered.

Supplemental Questions	Type your responses in this format:
1. Name and SSN (Applicants must use legal name. When selected for a position, this information flows to your Personnel Action)	1. Ima A. Sample, SSN 123456789
2. Employment Category: Determine your employment category(ies) using the table beginning on page 19.	2. Employment Category: Family Member, NAF Interchange
3. Open continuous vacancy announcements and cities: Select the open continuous announcements and cities for which you want to be considered. Refer to the instructions on page 22 for indicating interest and availability for open continuous announcements. Remember you are limited to a total of 25 selections.	3. OC Announcements and Cities: G019, G029, G049, G050, G053, G057, G059, G068, G074, Heidelberg, Mannheim, Schwetzingen, Seckenheim
4. Willing to accept intermittent employment? Yes or No	4. Intermittent? No
5. Willing to perform shift work? Yes or No	5. Shift Work? Yes
6. Willing to accept temporary employment? Yes or No	6. Temporary? No
7. Willing to accept part-time employment? Yes or No	7. Part-Time? No
8. Willing to accept full-time employment? Yes or No	8. Full-Time? Yes
9. Preference claimed: Enter employment preference(s) claimed using the table provided beginning on page 24. <i>Note that compensable disabled veterans must state percentage of disability.</i>	9. Preference Claimed: Family Member without Preference
10. Period of military service (if not applicable, enter N/A) From: (format: MM/DD/YYYY) To: (format: MM/DD/YYYY) <i>Note: Active-duty military members are eligible to apply no earlier than 120 days before their separation or retirement date.</i>	10. Period of military service: N/A

Continued on next page

Supplemental Page, Continued

Supplemental Questions	Type your responses in this format:
11. Retired Military? Yes or No If Yes, enter rank at retirement and date of retirement. Rank: Date of Retirement: (format: MM/DD/YYYY) <i>Note: Active-duty military members are eligible to apply no earlier than 120 days before their separation or retirement date.</i>	11. Retired Military? No
12. Sponsor: Appropriate Responses: Active Duty Military, DoD Civilian U.S. Hire, DoD Civilian Local Hire, Contractor Employed U.S. Citizen, No Affiliation with U.S. Forces	12. Sponsor: Active Duty Military
13. Relationship to sponsor: e.g. Spouse, Child, Self - I am the Sponsor	13. Relationship to sponsor: Spouse
14. Sponsor's Date Eligible Return from Overseas: (format: MM/DD/YYYY) Enter the date your sponsor's tour expires for civilian federal employment or military service in the overseas area. <i>If not applicable, enter N/A.</i> <i>Separating active duty military members, NAF, or AAFES employees, enter N/A.</i>	14. Sponsor's DEROS: 05/14/2003
15. Lowest acceptable WG or GS grade:	15. Lowest acceptable WG or GS grade: WG-01 or GS-04
16. U.S. citizen? Yes or No <i>Note: Only U.S. citizens are eligible to apply under this program.</i>	16. U.S. citizen? Yes
17. Hold dual nationality with any country outside the USA? Yes or No If yes, which country:	17. Hold dual nationality with any country outside the USA? No
18. Do you currently hold a work permit for any countries outside the USA? Yes or No If yes, which country or countries:	18. Hold a work permit for any countries outside the USA? No
19. Date of arrival in host country: (format: MM/DD/YYYY)	19. Date of arrival in host country: 05/15/2000
20. Are you presently living in host country without affiliation with U.S. military forces or civilian component? Yes or No	20. Living in host country without affiliation with the U.S. military forces or civilian component? No
21. Where did you hear about our employment opportunities?	21. Where did you hear about our employment opportunities? CHRMA homepage

Continued on next page

Supplemental Page, Continued

Answer questions 22 – 26 if you hold or have ever held a federal civilian service position. Otherwise, skip to question 27.	
22. Appointment/Position you hold today: Appropriate Responses (two-part): Length of Appointment: Permanent/Indefinite, Temporary, Term, N/A Type of Appointment: Career/Career Conditional, Family Member (GS/WG/WL/WS), DCIPS (CIPMS), NAF/AAFES, OSL, VRA, N/A	22. Appointment/Position you hold today: Permanent, NAF/AAFES
23. Date of last performance appraisal (format: MM/DD/YYYY): Was this appraisal fully satisfactory or better? Yes or No	23. Date of last performance appraisal: N/A
24. Are you currently on leave without pay (LWOP)? If yes, expiration date (MM/DD/YYYY):	24. LWOP? No
25. Highest federal civilian grade held on a permanent appointment: Pay Plan: Grade: Dates highest grade held: From: (format: MM/DD/YYYY) To:	25. Highest federal civilian grade held on a permanent appointment: N/A
26. Servicing CPAC: See page 28 to choose your servicing CPAC if applicable.	26. Servicing CPAC: Heidelberg
27. Race/Origin Code (Optional): Select your race/national origin code from the table on page 29.	27. Race/Origin Code: A
28. Male or Female (Optional):	28. Male or Female: F
29. Date of Birth (Optional):	29. Date of Birth: 01/01/1967

Continued on next page

Supplemental Page, Continued

Employment Category

The chart below will assist you in determining your employment category and your eligibility for Appropriated Fund (AF), Civil Service employment with the United States Forces, Europe. *You may be eligible for more than one category.* Read the category's description to choose all employment categories for which eligible and interested, i.e., inservice, VRA, 30% Disabled Veteran. ***You must select at least one valid employment category to be considered for employment.*** *Your resume will not be accepted without a valid employment category.*

Note that management has the right to consider and select applicants referred from any one or any combination of categories. Referral will be made by source(s) with applicants being referred in appropriate veteran, military spouse preference or other preference order if/when their preference applies within the specific appointing authority.

Employment Category	Description
30% Disabled Veteran	An applicant who is a prior military member with a compensable service connected disability rating of 30% or more.
Veterans' Readjustment Act (VRA) Eligible	<p>An applicant who served in the Armed Forces on active duty for more than 180 days, any part of which occurred after August 4, 1964, (or February 28, 1961, for those who actually served in the Republic of Vietnam) and separated under conditions other than dishonorable.</p> <p>The 180-day requirement does not apply to veterans who were discharged or released from active duty because of a service-connected disability or members of the Reserve or National Guard ordered to active duty under 10 USC 12301(a), (d), or (g), 12302, or 12304 for service during a period of war as defined in 38 USC 101(11) or in a campaign or expedition for which a campaign badge is authorized.</p> <p><i>It is USAREUR's policy that if you currently hold a VRA or other permanent career or career-conditional appointment, you are not eligible for this employment category. You can only apply as "Inservice, Department of Army Civilian," "Transfer Eligible," or any other category for which you are eligible.</i></p> <p><i>Note that active-duty military members are eligible to apply no earlier than 120 days before their separation or retirement date.</i></p>
Family Member	The spouse or unmarried dependent children (including stepchildren, adopted children and foster children), not more than 23 years of age, residing with a member of the U.S. Armed Forces or a U.S. citizen civilian employee of a U.S. Government Agency (including NAF activities) whose duty station is in a foreign area.
DCIPS (CIPMS) Interchange Agreement Eligible	An applicant currently serving on a DCIPS (CIPMS) appointment without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least one year in a DCIPS (CIPMS) position. (May be appointed only to permanent positions based on this authority.)

Continued on next page

Supplemental Page, Continued

Employment Category	Description
NAF Interchange Agreement Eligible	An applicant currently serving on a NAF or AAFES position without time limitation or have been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least one year in a NAF or AAFES position. (May be appointed only to permanent positions based on this authority.)
Reinstatement Eligible	An applicant who previously was employed under a career or career-conditional appointment is eligible for this employment category. A person with career conditional status may generally be reinstated within 3 years following the date of separation. For exceptions, see 5 CFR 315.401(b) and (c).
Severely Disabled	An applicant who has a severe physical or mental impairment certified by a state vocational rehabilitation service or the Department of Veterans Affairs that limits one or more major life activities.
Interagency Career Transition Assistance Plan (ICTAP) Eligible	Current or former employees displaced from non-Department of Defense (DoD) agencies.
Veterans Employment Opportunities Act (VEOA) of 1998 (P.L.105-339)	<p>Preference eligible veteran or veteran separated after substantially completing 3 or more years of continuous active service performed under honorable conditions.</p> <p><i>If you currently hold a VRA or other permanent career or career-conditional appointment, you are not eligible to be appointed under this employment category. You can only apply as "Inservice, Department of Army Civilian," "Transfer Eligible," or any other category for which you are eligible.</i></p> <p><i>Note that active-duty military members are eligible to apply no earlier than 120 days before their separation or retirement date.</i></p>
Inservice, Department of Army Civilian	A permanent Department of Army civilian.
Transfer Eligible	Permanent, competitive service, non-Department of Army Federal civilian employee.
Reemployment Annuitant Eligible	A former Federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).

Continued on next page

Supplemental Page, Continued

Temporary (Non-Status)	<p>U.S. citizens without <i>ordinarily resident status</i>** who are not eligible for an appointment under any of the above categories</p> <p style="text-align: center;">OR</p> <p>U.S. citizens serving on a temporary or time-limited appointment such as Overseas Limited Appointment (OLA/OSL), term, or temporary appointment who are ineligible for an appointment under any of the categories listed above.</p> <p>**A person with <i>ordinarily resident status</i> is a U.S. citizen that:</p> <ol style="list-style-type: none">1. Obtained a work permit during current residency in the host country; OR2. Resided in the host country for the time shown below without status as a member of the U.S. Forces or civilian component as defined by the NATO Status of Forces Agreement:<ol style="list-style-type: none">a. In Germany: 1 year.b. In Italy: 6 months.c. In Belgium: U.S. citizens may be hired regardless of the length of their residency. After 90 days' residency, however, they will not be eligible for benefits from the Supreme Headquarters Allied Powers Europe (for example, vehicle registration, fuel rations, alcohol and tobacco rations) when they are hiredd. In the Netherlands: 24 hours. Military members who apply for a position before separation and are hired within 90 days after separation are exempt from the 24-hour restriction.
-------------------------------	---

Continued on next page

Supplemental Page, Continued

Open Continuous Annncs & Cities

If you are not interested in applying for open continuous announcements, enter N/A for question 3 of your supplemental data. (For information about [how to apply](#) for vacancies with specific closing dates, see page 35.)

Follow the instructions below to indicate your interest in open continuous announcements. You must select at least **one** announcement number **and one** city to receive consideration for open continuous announcements.

Select an open continuous announcement

- The CPOC posts open continuous announcements for positions that have a high turnover rate or are hard-to-fill. You can find the list of open continuous announcements on our web site. You can identify an open continuous announcement by the prefix of the announcement number. Open continuous vacancy announcement numbers begin with either "G" or "CP."
- You indicate interest in and availability for open continuous announcements by entering the vacancy announcement number on your supplemental data page. You only receive consideration for announcements for which you are eligible to apply. Be sure to verify that your employment category is included in the announcement's area of consideration before listing the vacancy announcement number on your supplemental data page. You must also indicate at least one city where you are available to work. You will not receive consideration for indicated vacancy announcements if you fail to indicate where you are available to work.
- Note, if you later decide that you want to update your resume to add or delete open continuous announcements and/or cities, you must submit a new resume during an update period. (See [Update Procedures](#) on page 36.)

Select cities:

- You must select at least one city if you select at least one open continuous announcement number. You are limited to a maximum combination of 25 open continuous announcements and cities. For example, if you indicate 2 vacancy announcement numbers and 3 cities on your supplemental data information, they count as 5 of the maximum 25.
- You may not select an entire country. Selecting a country will result in your not receiving consideration for any of the open continuous announcements you chose.
- On the following page you will find a list of cities (duty stations) where vacancies may be available and filled using open continuous vacancy announcements. Choose the city or cities in which you are available to work and enter your selection along with at least one open continuous vacancy announcement number for supplemental question 3.

Continued on next page

Supplemental Page, Continued

**Open
Continuous
Annals &
Cities**
(continued)

Belgium:

Brussels, Chievres, SHAPE

England:

Hythe, Menwith Hill, Molesworth

Germany:

Ansbach, Aschaffenburg, Babenhausen, Bad Aibling, Bad Kissingen, Bad Kreuznach, Bad Nauheim, Bamberg, Baumholder, Buedingen, Butzbach, Darmstadt, Dexheim, Frankfurt/Roedelheim, Friedburg, Friedrichsfeld, Garmisch, Gelnhausen, Gernersheim, Giebelstadt, Giessen, Grafenwoehr, Hanau, Heidelberg, Hohenfels, Idar-Oberstein, Illesheim, Kaiserslautern, Katterbach, Kitzingen, Landstuhl, Mannheim, Miesau, Munich, Oberammagau, Pirmasens, Ramstein, Schweinfurt, Schwetzingen, Seckenheim, Stuttgart, Vilseck, Vogelweh, Wiesbaden, Wuerzburg

Italy:

Livorno, Vicenza, Verona, Rome

Kingdom of Saudi Arabia::

Camp Doha (Kuwait), Dhahran, Jeddah, Qatar, Rayadh, Tabuk, Taif

Netherlands:

Brunnsum, Coevorden, Eygelshoven, Kerkrade, Landgraaf, Maastricht, Rotterdam, Schinnen

Continued on next page

Supplemental Page, Continued

Preference Groups

Use the following tables to determine your employment preference as a family member or veteran.

Family Members	
Category	Eligibility Requirements
Military Spouse Preference	<p>Applies if the civilian spouse is married to an active duty military member (sponsor) of the U.S. Armed Forces before the sponsor's reporting date at the new duty station, and resides with the sponsor at a location within the commuting area of the duty station.</p> <p>Military Spouse Preference (MSP) applies when the spouse arrives in the overseas area and to positions in the commuting area of the military sponsor's permanent duty station.</p> <p>Effective 1 June 2001, DoD has approved MSP CHOICE, a two-year test for the European Theater. Under this directive, military spouses will not lose MSP when they accept a temporary or term position or a permanent position with a flex or intermittent on-call work schedule. MSP is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position.</p> <p>NOTE:</p> <ul style="list-style-type: none"> -- MSP applies to initial employment at the overseas location. Once the MS accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. -- MSP is lost when the spouse accepts or declines an offer of a continuing position, or a job interview. -- A continuing position is a permanent full-time or part-time position. This includes positions with non-appropriated fund (NAF) organizations or AAFES. -- MSP can be used only once during the sponsor's tour. Once used, the spouse competes as a family member without preference. -- MSP is not granted if the position applied for is above the highest permanent grade previously held in the Federal service.

Continued on next page

Supplemental Page, Continued

Family Member Preference	<p>Applies to the spouse or unmarried children including stepchildren, adopted children, and foster children not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency including NAF activities assigned to the overseas area.</p> <p>Family Member Preference (FMP) applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station.</p> <p>FMP also applies when an active duty member of a dual military couple exits the service overseas and applies for civilian employment as a family member.</p> <p>NOTE:</p> <ul style="list-style-type: none"> -- FMP applies to initial employment at the overseas location. Once the FM accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through FMP. -- FMP is lost when the spouse accepts or declines an offer of a continuing position to include a temporary position that is expected to last one year or more, or that is extended to last one year or more, or declines a job interview. -- A continuing position for FMP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES. -- FMP can be used only once during the sponsor's tour. Once used, the FM competes as a family member without preference. <p>FMP does not apply to FMs of locally hired civilian employees. FMP is not granted if the position applied for is above the highest permanent grade previously held in the Federal service.</p>
Family Member without Preference	<p>Family members of locally hired DoD or NAF civilian employees, or</p> <p>A family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment.</p> <p><i>A continuing position for FMNP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.</i></p>

Continued on next page

Supplemental Page, Continued

Veteran's Preference

To be eligible for preference, a veteran must meet the eligibility requirements provided in section 2108 title 5, U.S. Code. This means that the veteran separated with an honorable discharge or general discharge.

Military retirees at the rank of major, lieutenant colonel, or higher are not eligible for preference unless they are disabled veterans.

Guard and Reserve active duty for training purposes are not qualifying for preference.

Veterans	
Category	Eligibility Requirements
5-Point Preference	<p>Veterans are eligible for 5-points veteran's preference if any of the follow apply: Served:</p> <ul style="list-style-type: none"> • During a war; or • During the period April 28, 1952 through July 1, 1955; or • For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or • During the Gulf War from August 2, 1990, through January 2, 1992; or • In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference. <p>A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.</p>
10 Point Disability	<ul style="list-style-type: none"> • Veteran is eligible for 10-point veterans' preference if the veteran served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs but does not qualify as a CP or CPS or • Veteran has received a Purple Heart
10 Point Compensable (CP)	Veteran is eligible for 10-point veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of at least 10 percent but less than 30 percent.
10 Point 30% or More Compensable (CPS)	Veteran is eligible for 10-point compensable veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of 30 percent or more.

Continued on next page

Supplemental Page, Continued

10 Point Other – Derived Preference	<p>Spouses, widows, widowers, or mothers of veterans are eligible for veterans' preference if one of the following categories is met.</p> <ul style="list-style-type: none"> • A spouse of a disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability. Such a disqualification may be presumed when the veteran is unemployed and is rated by appropriate military or Department of Veterans Affairs authorities to be 100 percent disabled and/or unemployable; or has retired, been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin; or has attempted to obtain a civil service position or other position along the lines of his or her usual occupation and has failed to qualify because of a service-connected disability. Preference may be allowed in other circumstances but anything less than the above warrants a more careful analysis. • A widow or widower of a veteran who was not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; or died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge. • A mother of a veteran who died under honorable conditions while on active duty during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; and she is or was married to the father of the veteran; and she lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or she is widowed, divorced, or separated from the veteran's father and has not remarried; or she remarried but is widowed, divorced, or legally separated from her husband when she claims preference. • A mother of a living disabled veteran if the veteran was separated with an honorable or general discharge from active duty performed at any time and is permanently and totally disabled from a service-connected injury or illness; and the mother is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or is widowed, divorced, or separated from the veteran's father and has not remarried; or remarried but is widowed, divorced, or legally separated from her husband when she claims preference. <p>Note: Preference is not given to widows or mothers of deceased veterans who qualify for preference under 5 U.S.C. 2108 (1) (B), (C) or (2). Thus, the widow or mother of a deceased disabled veteran who served after 1955, but did not serve in a war, campaign, or expedition, would not be entitled to preference. 5 U.S.C. 2108 and 3309; 38 U.S.C. 5303A</p> <p>More information on veterans' preference can be found in the OPM VetGuide on OPM web site at www.opm.gov.</p>
--	---

Continued on next page

Supplemental Page, Continued

Servicing CPAC

If you are a civilian Federal employee serviced by one of the Civilian Personnel Advisory Centers (CPACs) below, indicate the CPAC name for supplemental question 26.

If this is not applicable to you, enter N/A for question number 26 of your supplemental data.

CPAC	Country and City Serviced
Bad Aibling	Germany: Bad Aibling
Chievres	Belgium: Brussels, SHAPE Bahrain France: Paris Germany: Bremerhaven Italy: Naples, Rome Luxembourg: Bettembourg, Capellen Netherlands: Brunssum, Den Haag, Eyselshoven, Landgraaf, Rotterdam, Schinnen, Vriezenveen Turkey: Izmir
Grafenwoehr	Germany: Grafenwoehr, Hohenfels, Vilseck
Hanau	Germany: Bad Kreuznach, Bad Nauheim, Baumholder Buedingen, Butzbach, Dexheim, Friedburg, Gelnhausen, Giessen, Hanau, Idar-Oberstein, Wiesbaden
Heidelberg	Germany: Aschaffenburg, Babenhausen, Darmstadt, Frankfurt/Roedelheim, Friedrichsfeld, Germersheim, Heidelberg, Mannheim, Schwetzingen, Seckenheim, Worms
Hythe	UK: Hythe, Ipswich, London
Kaiserslautern	Germany: Einsiedlerhof, Kaiserslautern, Landstuhl, Miesau, Pirmasens, Ramstein, Vogelweh
Menwith Hill	UK: Menwith Hill
Saudi Arabia	Kingdom of Saudi Arabia: Camp Doha (Kuwait), Dhahran, Jeddah, Qatar, Riyadh, Tabuk, Taif
Stuttgart	Germany: Bad Aibling; Boeblingen; Garmisch; Oberammergau; Stuttgart; Vaihingen; UK: Molesworth
Vicenza	Italy: Livorno, Rome, Verona, Vicenza
Wuerzburg	Germany: Ansbach, Bad Kissingen, Bamberg, Giebelstadt, Illesheim, Katterbach, Kitzingen, Schweinfurt, Wuerzburg

Continued on next page

Supplemental Page, Continued

Optional EEO Data

Use this table to answer the race and national origin supplemental question. Select the code that corresponds with your designation and enter it on your supplemental data page.

NOTE: Providing this information is optional and it will be used only for statistical purposes. It is needed to determine if our recruitment efforts are reaching all segments of society as required by Federal law. Your voluntary responses are treated in a highly confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. Your responses are stored as a tally for the group of all applicants on a referral list in a manner that cannot be associated with any individual resume.

Code	Description
A	American Indian: Persons having origins in any of the original peoples of North American and who maintain cultural identification through community recognition or tribal affiliation.
B	Asian or Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southwest Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippines, and Samoa.
C	Black: Persons having origins in any of the black racial groups of Africa.
D	Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
E	White: Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. Includes persons not included in other categories.

How to Submit

Guidelines

Before submitting your resume and supplemental data page, check to see if you:

- Provided the self-certification statement.
- Provided accurate contact information -- home and work phone numbers, email address.
- Selected no more than a combination of 25 open-continuous announcements and cities.
- If using the Resume Builder, ensured that the Europe Supplemental Data follows your resume.
- Included your resume and supplemental data information in the body of your email when sending by email.
- Ensured that your resume and supplemental data information contain no special formatting and are in plain (ASCII) text.
- Applied all of the Resume Requirements listed in this job kit. (Refer to [Requirements](#) beginning on page 8.)
- Provided an answer to each supplemental data question (except those designated as optional).

Where to send your resume

Refer to the Resume & Supplemental section on the following page for details.

Important facts to remember

- It takes two working days to process a resume
- To receive consideration for a vacancy, your resume must be processed and on file before the closing date of a vacancy announcement.

Continued on next page

How to Submit, Continued

Resume & Supplemental

Where to send your resume or resume update:

We strongly recommend that you send your resume and supplemental electronically, by email or through Army's Resume Builder. Resumes sent electronically process much faster than those sent by hard copy.

- **By email:** send your resume and supplemental to **resume@cpoceur.army.mil**. The subject line of your email must be **"resume"** (without quotes).
- **Through Resume Builder:** Click the Send Out Existing Resume button from the Main Menu of the Resume Builder. Enter your Resume Builder Userid and Pin. Select Europe and the Europe Supplemental Format and Submit. If you experience technical difficulties with Resume Builder, contact Department of the Army's webmaster at webmaster@asamra.hoffman.army.mil.
- **By surface mail:** Insert your resume and supplemental unfolded and unstapled into an envelope larger than 8.5 x 11 inches (or the size of your paper) and mail to:

Post Office Box

HQ, USAREUR, CPOC
Attn: Division B – Resume
UNIT 29150
APO, AE 09100

OR

Street Address

Civilian Personnel Operations Center
Attn: Division B – Resume
Badener Platz 1, Geb. 972
68239 MA-Seckenheim
GERMANY

Allow two-working days to process your resume.

Applications received in Government-franked envelopes will not be acknowledged or accepted.

Continued on next page

How to Submit, Continued

Transcripts

Unless otherwise stated in the vacancy announcement, **do not** submit transcripts, certificates and/or licenses with your resume. Do make sure your resume contains the necessary information concerning your education, certificates, licenses and/or other credentials. If applicable, at the time of selection applicants will be required to submit copies of their transcripts, certificates, licenses and/or other credentials.

Typically, the vacancy announcements for Child Development Services and Alcohol and Drug Abuse Program positions **will** require transcripts/licenses be submitted along with the resume.

If the job announcement requires transcripts, licenses, and/or other supporting credentials, mail them to:

Post Office Box

HQ, USAREUR, CPOC
Attn: Division B - Transcripts
UNIT 29150
APO, AE 09100

OR

Street Address

Civilian Personnel Operations Center
Attn: Division B - Transcripts
Badener Platz 1, Geb. 972
68239 MA-Seckenheim
GERMANY

or by **fax** to DSN (314) 375-5090 or commercial within Germany 0621-487-5090, outside of Germany (49) 621-487-5090.

NOTE: For proper identification purposes, if the name as it appears on your resume differs from the name on your transcripts, e.g. is your maiden name, write your new (last) name at the top of each page of your transcripts.

Documents received in Government-franked envelopes will not be acknowledged or accepted.

Continued on next page

How to Submit, Continued

Other Supporting Documents

CPOC Europe does not solicit or accept supporting documents unless specifically requested in the vacancy announcement. However, you may be required to present proof of employment eligibility or qualifications at the time of selection or if a job offer is made. Typically, you may be required to present proof of eligibility or educational claims as provided below:

Claim	Documentation
30% Disabled Veteran	A copy of your DD-214(s) Member 4 copy showing type of discharge, SF-15 and VA letter
Veteran Readjustment Appointment Veterans Employment Opportunities Act	A copy of your DD-214(s) Member 4 copy or documentation from the Military Personnel Office if within 120 days of retirement or separation. SF-15 (if claiming a compensable disability or other 10-point veterans' preference), and current VA letter dated within the previous 12 months.
DCIPS (CIPMS) Interchange Agreement	A copy of your SF-50(s) Notification of Personnel Action verifying your completion of the required one year continuous service and showing the date of separation, if applicable.
NAF Interchange Agreement	DA Form 3434, AAFES Form 1200-75, or equivalent NAF Notification of Personnel Action form verifying your completion of the required one year continuous service and showing the date of separation, or if applicable, a letter of verification from Personnel Office.
Reinstatement	A copy of your SF-50 Notification of Personnel Action showing the date of separation from your last career or career-conditional appointment and all DD Form(s) 214 Member 4 copy, as applicable.
Severely Disabled	Letter dated within the last year from a State Vocational Rehabilitation Service or from the Department of Veterans' Affairs.
Interagency Career Transition Assistance Plan (ICTAP)	Proof of eligibility as identified in 5 CFR 330.707 (a)(2))
Military or Civilian Family Member	Evidence of family member status (valid military ID card) and PCS orders
Inservice, Dept of the Army Civilian	None, except for position unique requirements
Transfer Eligible	Copy of most current SF-50 Notification of Personnel Action showing status
Reemployment Annuitant	Copy of your last SF-50 Notification of Personnel Action which indicates your retirement from civil service
Temporary (Non-Status)	U.S. Passport
Transcripts	Official transcripts as documentation that the applicant meets the applicable educational provisions for the qualifications of the position
Be sure to review the job announcement to determine if supporting documentation is required. Unsolicited documents will be discarded.	

Continued on next page

How to Submit, Continued

Contact Us Use the following email addresses to contact us for:

Purpose of Contact	Contact Information
Inquiries - Use this email address to ask questions related to the procedures in the Resume Job Kit. Do not send your resume to this address!	resque@chrma.hqusareur.army.mil
Self-nominations - Use this email address to submit self-nominations. Refer to the guidelines for submitting self-nominations (page 35).	selfnom@chrma.hqusareur.army.mil or fax to DSN 375-5090, civilian (49) 621-487-5090
Reevaluation of a rating – Use this email address to request a reevaluation of your rating for a vacancy. Be sure to indicate in your email, the vacancy announcement number and why you believe your resume reflects the necessary information needed to qualify for the position. Your request will not be processed if missing this information.	ratereview@chrma.hqusareur.army.mil
Updating your contact information - Use this email address to update the contact information on your resume. (See Update Procedures on page 36 for details.)	resque@chrma.hqusareur.army.mil or fax to DSN 375-5090, civilian (49) 621-487-5090
Resumes - Use this email address to submit resumes. Alternative ways to submit resumes such as using Army's Resume Builder can be found on page 31.	resume@cpoceur.army.mil

After You Submit

Self-Nomination

Procedures for self-nominations

- Before you can self-nominate for a vacancy, your resume must be processed and on file **before** the closing date of vacancy announcement.
- You must use the self-nomination procedures to apply for a vacancy announced under Resume Job Kit procedures with a specific closing date.
- You cannot use self-nomination procedures to apply for an open continuous announcement. To apply for an open continuous announcement, you must include the vacancy announcement number and city where you are able to work in your supplement data information. You can find more about how to apply for [open continuous](#) announcements in the Open Continuous Announcement and Cities section on page 22.
- Before you self-nominate for a vacancy, review the Job Announcement Information Details listed on each job announcement. Determine if you are within the area of consideration, feel you meet the qualification requirements and selective placement factors, and agree to the conditions of employment.
- When you self-nominate for announcements with closing dates, it is assumed you agree to the conditions in the announcement such as the duty location (city), employment schedule (shift, part time, full time, intermittent), lowest acceptable grade, etc. The supplemental data that you submit with your resume does not have to match the information in the specific vacancy announcement.

You can self-nominate for vacancy announcement several different ways:

- You can click on the Self-Nom button located at the bottom of online vacancy announcements. This is the preferred method. Self-nominations submitted through our web site process faster than those sent by other means.
- Some vacancy announcements are also posted on DA's Civilian Personnel Online (CPOL) web site. If the position is posted on the CPOL web site and was announced using Resumix procedures, you can self-nominate by clicking on the self-nomination button at the bottom of the vacancy announcement.
- You can send an email to selfnom@chrma.hqusareur.army.mil or fax to DSN (314) 375-5090 or commercial within Germany 0621-487-5090, outside of Germany (49) 621-487-5090. **One self-nomination per email or fax.**

Subject line of the email or fax must be:

Self-Nomination Request -- HB01XXXXX (job number as it appears on listing)

The body of the email or fax must include the following information:

Name: Iam A. Sample
SSN: 123456789
Vacancy No.: (as it appears on the announcement)
Closing Date of Announcement: DD MMM YY
Home Phone: (49) 6221-12345
Work Phone: (49) 621-123-4567 (commercial or DSN)
Lowest Acceptable Grade: 04
My Email Address: sample@location.mil

Continued on next page

After You Submit, Continued

Self-Nomination (continued)

Only self-nominations received within the opening and closing dates stated on the vacancy announcement will be accepted. Your self-nomination must be received by 12 midnight Central European Time (CET) of the closing date.

Online Feedback

Check the status of your resume and referral activity in [SOARS](#) (Standard On-line Applicant Response System) and keep track of your referral activity as it occurs. You can view your resume and your referral results for the past six months. Link to the Frequently Asked Questions (FAQs) page to find helpful information explaining column definitions, rating results, database availability, etc.

Note that in creating your SOARS account, your userid and password are case sensitive. Be sure to verify the personal information you enter to avoid difficulty with accessing your account later. If your name and Social Security Number (SSN) are not as they appear on your resume, no resume or activity will display in SOARS.

Allow two-work days to process your resume before seeing your resume in SOARS.

Update Procedures

Resume updates are accepted twice per month

- To update or change your resume and/or supplemental data information (excluding contact information), you must submit a complete resume with supplemental data information. This resume update will overwrite what you currently have in the database. It is recommended that you save your resume and supplemental data to a disk so you can make changes easily.

Resume updates are accepted twice per month. On the 1st and 2nd of each month and the 15th and 16th of each month. Resumes submitted electronically, to resume@cpoceleur.army.mil or through Army's Resume Builder, must be received during an update period -- 1, 2, 15, 16 -- of the month based on Central European Time. Resumes submitted by surface mail must be postmarked on 1, 2, 15, or 16 of the month. Resume updates received outside of these dates will not be processed. First time submissions are accepted at any time

Update your contact information anytime

- Updates to your contact information -- home or work telephone numbers, mailing address, or email address -- are accepted at anytime.
- You may submit your updated contact information by sending an email to resque@chrma.hqusareur.army.mil or by sending a fax to DSN 375-5090, civilian number within Germany 0621-487-5090 or outside of Germany (49) 621-487-5090. The words "Change to Contact Information" must be in the subject line of your email or fax.

Note: Under this new system, the CPOC will not be able to modify the text of an applicant's resume and supplemental. For an update to contact information, we can change the information in our database, but the change will not show on your resume when you view it from our online feedback. Therefore, at the next resume update period, you should submit a new resume and supplemental with the changed information.

Continued on next page

After You Submit, Continued

Resume Deactivation

Your resume will be deactivated if one of the following circumstances occur:

- The system will automatically deactivate your resume if you did not submit a resume update in the last six months. NOTE: Submitting contact information via fax or email will not start the six-month period again. The system starts counting from the date of your resume submission or resume update.
- When you accept or decline a job offer.
- If you resign or retire.
- If you provide false information on your resume.
- If the contact information (phone numbers, address, email address) listed on your resume is incorrect.

If your resume is deactivated, you must submit a new resume and supplemental data information to receive consideration for future job announcements.
